

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) IN COOPERATION WITH THE CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION (CRTPO), GASTON-CLEVELAND-LINCOLN METROPOLITAN PLANNING ORGANIZATION (GCLMPO) AND THE CABARRUS ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PREPARATION OF FEASIBILITY STUDY DOCUMENTS FOR A PROPOSED RAMP METERING PROJECT FOR GASTON, IREDELL, CABARRUS AND MECKLENBURG COUNTIES.

The primary and/or sub consultant firm(s) shall be Pre-qualified to perform services for the Program Development Branch (Feasibility Study), and the Transportation Mobility and Safety Division (Congestion Management Section and ITS and Signals Unit) for the below referenced work codes.

- 00200 – Feasibility Studies
- 00026 – Capacity Analysis (Intersections and Corridors)
- 00027 – Capacity Analysis (Freeways and Interchanges)
- 00123 – Intelligent Transportation System (ITS) Design
- 00309 – Traffic Data Collection

Please include the work codes on the RS-2 forms.

Ramp Metering

Gaston, Cabarrus, Iredell, and Mecklenburg Counties

The Feasibility Study will include performing a screening assessment and analysis to determine the optimum site(s) for deploying ramp metering along the following routes in Gaston, Iredell, Cabarrus, and Mecklenburg Counties: I-77, I-277, I-85 and certain locations along I-485, approximately 240 locations. Through this Feasibility Study the consultant will identify locations where ramp metering deployment can maximize benefits and minimize negative impacts to surrounding areas. The consultant will utilize several of the criteria's developed for NCDOT in the Ramp Metering Feasibility Study for Durham and Wake Counties to evaluate the effectiveness of ramp metering at potential site(s). The link to the Full RM Feasibility Study for Durham and Wake Counties is <http://www.campo-nc.us/ramp-metering.html> The consultant will develop a Plan for implementation of a ramp metering system. The main objective of the plan is to determine which locations will yield the most benefits from the installation of ramp metering. The final determination of potential locations for detailed analysis will be at the discretion of the Steering Committee.

At a minimum, the Scope of Work will consist of the following:

- Gather and evaluate all available data along mainline and arterials for traffic conditions.
- Perform a congestion analysis utilizing criteria established for the Department for initial filtering of non-congested sites.
- Perform a screening and detailed analysis utilizing criteria established for the Department.
- Determine the estimated delay reduction and financial benefits due to the installation of ramp metering utilizing performance measures and criteria established for the Department.

- Review existing typical designs and estimates, identify and develop new designs and estimates based on unique local ramp configurations.
- Using all appropriate criteria, develop an implementation plan with costs that ranks potential ramp metering projects by county.
- Prepare and conduct presentations of the Feasibility Study recommendations.
- Compile the findings into a final report.

The final report should be completed approximately one (1) year from the date the contract is executed.

Any plans for Ramp Metering typical design criteria listed above shall be prepared in electronic format.

All electronic files shall be delivered in the appropriate format.

The method of payment will be LUMP SUM.

All services shall be done in accordance with the guidelines and standards for each Unit.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department ***prior*** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation, CRTPO, GCLMPO AND THE CRMPO; 45%
2. The firm's experience and staff to perform the type of work required, including any designated subconsultants; and 45%
3. The firm's ability to meet the advertised schedule 10%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for Ramp Metering Feasibility Study".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Arthur Petteway, PE, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;

- Understanding of approach;
- Any innovative approaches to be used;
- List all contracts, type of work, percentage complete, and outstanding balances with the NCDOT, CRTPO, GCLMPO, and the CRMPO;
- List any work being performed as a subconsultant on any NCDOT, CRTPO, GCLMPO, and/or CRMPO contracts. This work should be listed by TIP, prime consultant, type of work and outstanding balance;
- List any contracts that selections have been made, but not approved by the Secretary of Transportation; and
- List any upcoming work that may be a subsequent phase to an existing contract

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

Please include the work codes on the RS-2 forms.

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing engineering services **FTS-ed** to the Professional Services Management Unit by 12:00 p.m. on **March 2, 2015**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

Any questions concerning the advertisement or the scope of work should be directed to Cathy Houser, PE, at chouser@ncdot.gov or by telephone at 919-707-7134.

If you feel information provided is inadequate to submit a letter of interest, please contact Ms. Houser.

The firm(s) selected will be notified by **March 31, 2015**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by April 1, 2015.